SAFE ZONE - KEEP TEXT / LOGOS INSIDE THE GREEN LINE

Where2Print

Letterhead - 8.5 x 14 in

BLEED - extend backgrounds to the red line (0.125 in past trim)

TRIM - the blue line is the finished size, 8.5 x 14 in

SAFE ZONE - keep text and logos inside the green line

Build artwork at 300 DPI or higher - CMYK - outline all fonts

Delete all guides and notes before exporting your print file

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